

**Michigan Supreme Court
State Court Administrative Office**

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John D. Ferry, Jr., State Court Administrator

M E M O R A N D U M

DATE: January 5, 1998

TO: All Chief Judges

FROM: John D. Ferry, Jr.

SUBJ: Administrative Memorandum 1998-01; SCAO Judicial Assignment Guidelines

Enclosed please find the revised Judicial Assignment Guidelines. A copy is being provided to all trial judges and court administrators, and those staff designated as "visiting judge clerks." Please see that additional copies are distributed as appropriate. These Guidelines should also be placed in Chapter 7, Volume 2 of the Michigan Court Administration Reference Guide.

Although these Guidelines are subject to change or exception at the direction of the State Court Administrator, the Guidelines articulate the process for obtaining assigned judicial resources when needed, as well as providing the process for securing the necessary authority to perform judicial duties outside of a judges' elected jurisdiction. **The Guidelines also apply to assignment of judges to the circuit court Family division, where the judge to be assigned is not judge of that circuit court.**

Please refer to Appendix A of the Guidelines to determine the appropriate SCAO Regional Office to contact when assignments are necessary

Assignments are made at the request of the chief judge of a court, upon completion of a Request for Assignment (Appendix B), or on occasion by initiative of the State Court Administrative Office. **These requests should be submitted as far in advance as possible.** Judicial assignments will not be issued nunc pro tunc.

It is expected that judges will accept assignments unless case substance requires disqualification. Assignments are critical to ensuring that judicial resources can be shifted to accommodate caseload demands. In making assignments, SCAO Regional Offices will take into account the caseload demands in the court of the judge being assigned, and proximity of the office of the judge being assigned to the court to which he or she is being assigned.

The Report on Assignment form has changed. When serving on an assignment, you will be asked to keep track of the time you spend serving on that assignment in terms of days, hours and minutes. When serving on an assignment of more than one-month duration, you will be asked to complete monthly interim reports.

The new reporting format will provide for more complete and accurate information regarding assignments. These data will be used for judicial resource evaluation by the Supreme Court, the Legislature and others. We have also received substantial input from trial judges that the current reporting format does not provide sufficient information regarding the judicial time allocated to or spent on assignments. Therefore, your cooperation and that of your colleagues in completing the reports is essential.

cc: Regional Administrators
Court Administrators
Trial Judges
Visiting Judge Clerks